

NO. 93-2

HEATING, VENTILATION, AND AIR CONDITIONING SYSTEMS--
REQUESTS FOR USING AFTER OFFICE HOURS--CLIFTON ROAD FACILITY

CDC's need for energy conservation practice continues to be important. Cost savings amounting to millions of dollars have resulted from past energy conservation efforts.

The reduced cost and energy savings produced by CDC's efforts to operate more efficiently can be quickly eroded by imprudent use of heating, ventilating, and air conditioning (HVAC) after office hours. It is, therefore, important to restrict the use of HVAC after normal working hours to situations where the work to be performed cannot reasonably be postponed until the next regular workday.

A new automated system using the touch-tone telephone keypad is being implemented. This new system:

- ! Will streamline the processing of requests for non-repetitive use of HVAC after office hours.
- ! Was developed by an Engineering Services Office Total Quality Management (TQM) team.

The request procedures for both repetitive and non-repetitive after-hours operations are described on the reverse side of this page.

Arthur C. Jackson
Associate Director for
Management and Operations

REFERENCE POINT: Engineering Services Office

SUPERSEDED MATERIAL: CDC General Memorandum No. 85-14, Requesting the Use of Heating, Ventilation, and Air Conditioning Systems After Office Hours--Clifton Road Facility, dated 9/20/85

DISTRIBUTION: All Employees at the Clifton Road Facility

HEATING, VENTILATION, AND AIR CONDITIONING SYSTEMS

REQUESTS FOR USING AFTER OFFICE HOURS

CDC CLIFTON ROAD FACILITY

NON-REPETITIVE AFTER-HOURS OPERATIONS

The program official needing HVAC after hours will contact the Engineering Services Office (ESO) Power Plant Operator at Ext. 2665 (**"COOL" on your touch tone telephone keypad**). These after-hours request will be received on a 24-hour-a-day basis.

The program official should be prepared to give the ESO Power Plant Operator the following information:

1. The requestor's name and telephone extension.
2. The building number and room number of the location where the HVAC is needed.
3. The start time and the stop time for the HVAC.
4. The name and telephone number of the Director or Principal Management Official of the Center/Institute/Office approving the request.

REPETITIVE (OVER 6 DAYS) AFTER-HOURS OPERATIONS

The program official needing HVAC after regular office hours will:

- ! Initiate the request in writing using Form CDC 0.932.
- ! Describe on the request the emergency that requires incurring extra costs and energy usage.

(Form CDC 0.932 may be ordered through regular supply channels; small quantities are also available from Engineering Services Office.)

The Center/Institute/Office Director or Principal Management Official will:

- ! Review the completed form and verify the need.
- ! Approve appropriate requests and send on to ESO for implementation.

CDC:ESO:SDavis/MASO:MPB:FWestbrook:afw:4/15/93:(404) 639-2940
Doc. hvac.932
Spelling verifier used by:TLawrence:4/15/93